



Job Announcement

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Opening Date:	June 9, 2014	Closing Date:	June 23, 2014
Job Title:	Family Assistant	Position Type:	Regular Full Time
PIN:	059436 & 059555	FLSA Status:	Non-Exempt
Location:	Circuit Court for Montgomery County Rockville, Maryland	Grade/Entry Salary:	J06 \$30,157 - \$35,732 (Depending on Qualifications)
Financial Disclosure:	No		

Regular State employees subject to promotion/demotion policy

Essential Functions: Works in all areas of the Family Department. Processes and maintains family case files by reviewing pleadings, typing docket information and establishing case file folders for the documents. Assists the public and attorneys by providing information about the status of cases or about Clerk's Office procedures, both at the counter and by telephone. Prepares family summonses and other writs by typing proper forms and envelopes. Indexes new cases and judgments using a computer keyboard. Collects fees and processes payments on cash register. Verify totals/close out cash register daily. Performs other duties as assigned.

Education: High school diploma or GED.

Experience: One year of related experience.

Skills/Abilities: Ability to communicate in an effective, patient, tactful manner with customers and co-workers. Ability to provide courteous customer service consistently. Ability to review comments and notations and record essential information. Ability to review and interpret documents and follow procedure manuals. Knowledge and ability to apply job-related terminology and to apply policies, procedures, rules, regulations and laws as required. Ability to operate a cash register. Ability to perform basic arithmetic to calculate fees. Ability to lift up to 40 lbs. using proper lifting techniques. Ability to sit, stand, lift and/or bend for extended periods of time. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alpha and numeric data entry test not to exceed 5 minutes. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, location and PIN. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications or resumes sent to any other address.

Circuit Court for Montgomery County
Montgomery County Judicial Center
50 Maryland Avenue
Rockville, MD 20850
ATTN: Loretta Knight, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The selected candidate must submit a complete application at time of interview and will be subject to a background check. Applicants must be United States citizens or eligible to work in the United States.